

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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### EXAMINATION ANNOUNCEMENT

DEPARTMENT

TRANSPORTATION

POSITION TITLE

CHIEF, DIVISION OF MAINTENANCE

LEVEL

CEA 3  
(Salary Range \$8594-9476) \*

\* An appointment salary higher than the maximum of range for a CEA 3 (\$8594-9476) for Supervising or Principal Transportation Engineer (up to \$10,853) may be supported by the Department and requires DPA approval.

FINAL FILING DATE

JUNE 28, 2010

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director for Maintenance & Operations, the incumbent is responsible for all activities relating to the Maintenance program statewide for the Department. The incumbent develops and implements policies for the offices of Roadside Lands and Buildings; Roadway Maintenance; Radio Communications Engineering; Maintenance Equipment and Emergency Operations; Roadway Rehabilitation; Management System and Studies; Structure Maintenance and Investigations; Administration Services; Budgets, Planning and Monitoring; and Pavement Management. Responsibilities include:

- Develops and implements policies relating to the Maintenance program statewide.

- Develops long term strategic plans relative to the Maintenance program in the Department.
- Provides advice and assistance to the Deputy Directors, Division Chiefs and District Directors in all matters pertaining to maintenance and in statewide policy development and implementation.
- Provides policy direction and implementation strategies to ensure that program resources are identified, prioritized, budgeted and appropriately expended.
- Provides policy direction for field reviews of transportation facilities to determine relative maintenance requirements, operational deficiencies, safety considerations, and responses to public complaints.
- Provides direction in a manner consistent with the program's mission, business plan, and principles of quality management.
- Represents the Department in negotiations with public bodies regarding maintenance issues and in fostering and coordinating balanced transportation maintenance planning in cooperation with regional transportation planning agencies.
- Speaks before public officials on transportation and maintenance issues.
- Develops and implements work priorities. Reviews new materials and methods for possible utilization in maintenance operations.
- Provides direction to ensure the Division is in accordance with statewide transportation goals, objectives, policies, regulations, standards, plans and actions and initiates measures to remedy deficiencies when appropriate.
- Represents the Department in negotiations and coordination to resolve labor relations issues with unions.
- Advises the Deputy Director, Maintenance & Operations on maintenance related matters and responds to inquiries from legislators, public agencies and the private sector.

#### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

#### DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Transportation Engineer level or higher that developed the following qualifications:

- A broad and comprehensive knowledge of the Department's transportation roles and responsibilities and state and federal highway maintenance policies, guidelines, and standards.
- Demonstrated knowledge of and ability to apply budgetary, financial, and contract management skills. Demonstrated ability to effectively leverage state resources to

advance the Department's Maintenance Program, and the ability to optimize the use of all available resources to meet the Maintenance Program needs.

- Familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in maintenance matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Willingness to examine existing procedures and practices and demonstrate ability to develop and implement innovative and effective solutions.
- Demonstrated ability to analyze and refine organizational structures to efficiently and effectively deliver maintenance projects.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Possess excellent oral and written communication skills.

## EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

## EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years and breadth of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria and how your experience applies to the duties and qualifications of the position. Some of the factors that will be utilized in the evaluation are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
  - List state and federal resource agencies and other stakeholders and partners.
  - Explain nature and extent of those contacts.
- Breadth and extent of experience to a Supervising Transportation Engineer level or higher.
- Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy

directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

### FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Division of Human Resources, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via e-mail: [Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on June 28, 2010. Interagency mail received after this date will not be accepted.

**Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.**

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.